



**Texas Skyward User Group Conference**

# **ACA Processing**

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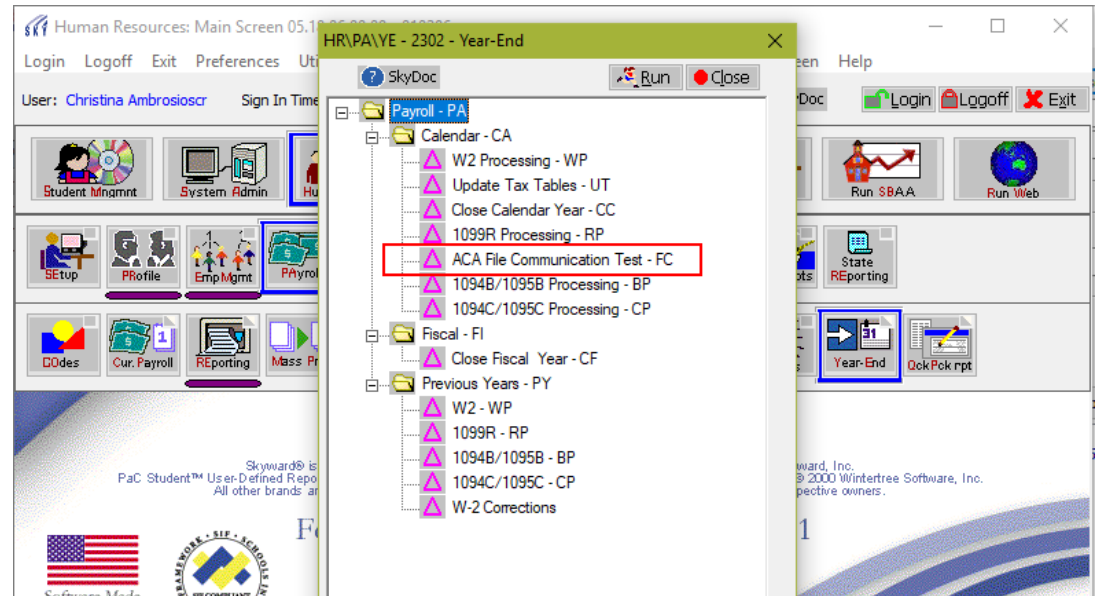


## **If this is the first year your district is submitting 1094/1095 information:**

- Apply for your TCC code – this must be a different TCC code than what is used when processing your W2s
  - Determine if your district will file 1094/1095B or 1094/1095C forms (or both)
- Once that has been received, submit a Communication Test File
- Once that has reached an “Accepted” status, contact the IRS and request to be moved to “Production” status
- Know if your district is self-insured and if so, review your employee data to verify that covered individuals can be found on the applicable employee profiles
- Review your employee information/ACA Tracker information to identify who needs to be reported and be provided a 1095 form

# Getting Started

If this is the first time that your district is filing 1094/1095s on their own behalf, you will need to submit a Communication Test file

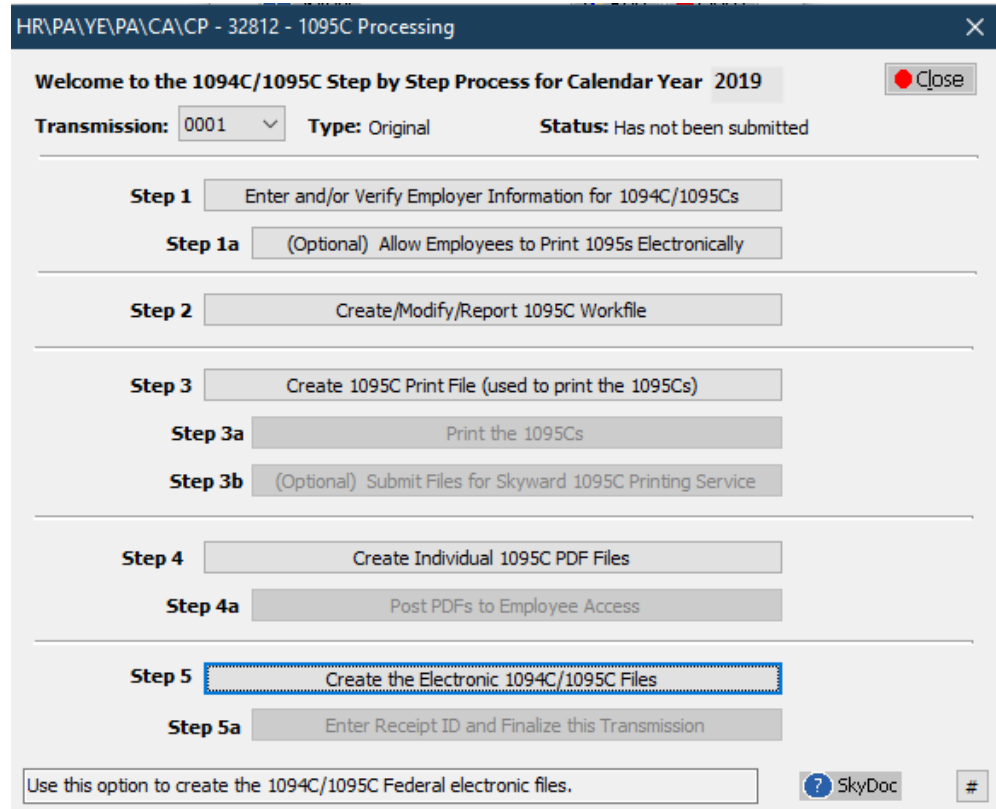






# The workflow

Select the type of file you are going to be processing. The screen will show the Calendar Year, Transmission Number, Type and several Steps to follow



HR\PA\YE\PA\CA\CP - 32812 - 1095C Processing

Welcome to the 1094C/1095C Step by Step Process for Calendar Year 2019 Close

Transmission: 0001 Type: Original Status: Has not been submitted

**Step 1** Enter and/or Verify Employer Information for 1094C/1095Cs

**Step 1a** (Optional) Allow Employees to Print 1095s Electronically

**Step 2** Create/Modify/Report 1095C Workfile

**Step 3** Create 1095C Print File (used to print the 1095Cs)

**Step 3a** Print the 1095Cs

**Step 3b** (Optional) Submit Files for Skyward 1095C Printing Service

**Step 4** Create Individual 1095C PDF Files

**Step 4a** Post PDFs to Employee Access

**Step 5** Create the Electronic 1094C/1095C Files

**Step 5a** Enter Receipt ID and Finalize this Transmission

Use this option to create the 1094C/1095C Federal electronic files. ? SkyDoc #







# Step 2 – Creating the work file



Create (or re-create) the work file. This option builds your file to include the reportable employees who will receive 1095 forms

**1095C Workfile for 2019 Transmission 0001**

Employee Selection Methods (Multiple methods can be used to select employees)

**Method 1: Select from Employee Profile** ?

Selection Parameters: Last Used Parameters

**Method 2: Select from Employee Management** ?

Select Employee Management Plans

EM Plans

Selection Parameters

**Method 3: Select/Import Specific Employees** ?

Select Employees who will not meet the other parameters or who have not been paid in the reporting year, but you still want a 1095 created for them.

Selected Employees		
Name Key	Name	Emp Type

**Method 4: Import from ACA Hours Tracker** ?

Full Time Calculation:  Monthly Method  Lookback Method

Select ACA Hours Tracker Templates

Description	Created By

**Self-Insured Options** ?

District Offered Self-Insured Coverage for the Months of:

JAN  FEB  MAR  APR  MAY  JUN  
 JUL  AUG  SEP  OCT  NOV  DEC

Use Employee Selection Parameters:

Selection Parameters: Last Used Parameters

Self-Insured Employees		
Name Key	Name	Emp Type

Ind. Empl. Import

**Total Employee Count Parameters**

These parameters define how employees are counted for each month. The IRS control date indicates which day of the month to measure on. If the Control Date is between the Employee Start Date and termination date, then the employee is counted for that month.

Recalculate Total Employee Count Calculations during the workfile creation: ?

Employee Start Date:  Start Date  Hire Date  Rehire Date  Current Pos Start Date

If blank use:  Start Date  Hire Date

IRS Control Date: ?  First day of each month  Last day of each month  12th day of each month

Include blank reason codes as permanent termination ?

Termination Codes	
Code	Description
*ALL	All

All  Select Edit

If Printing by Location use  Check Location  Building

OK Close Report







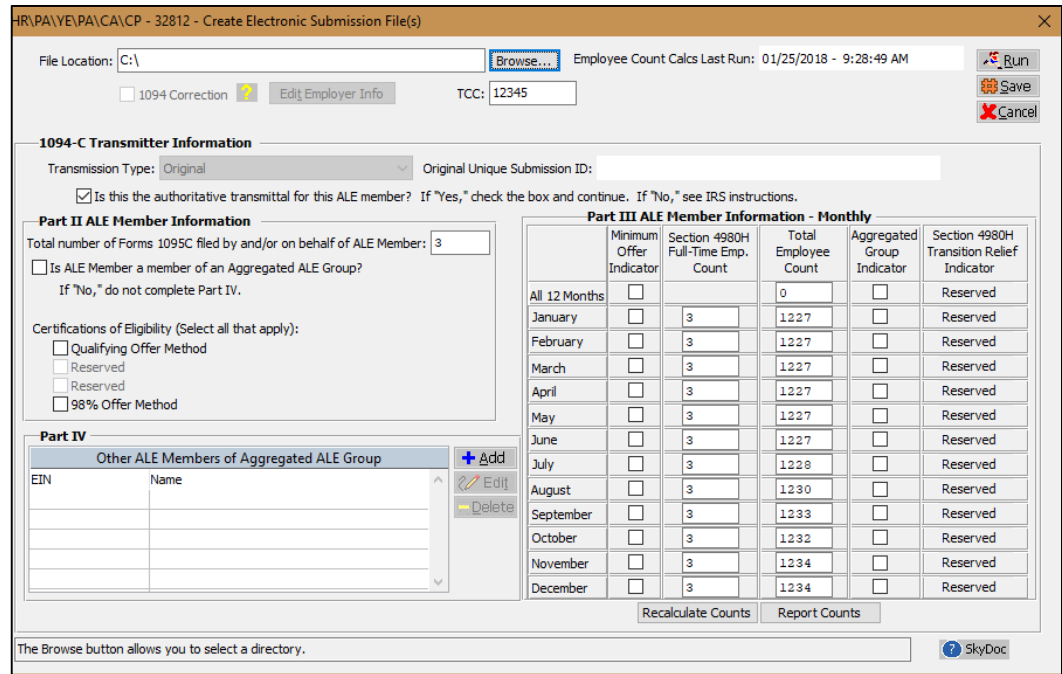
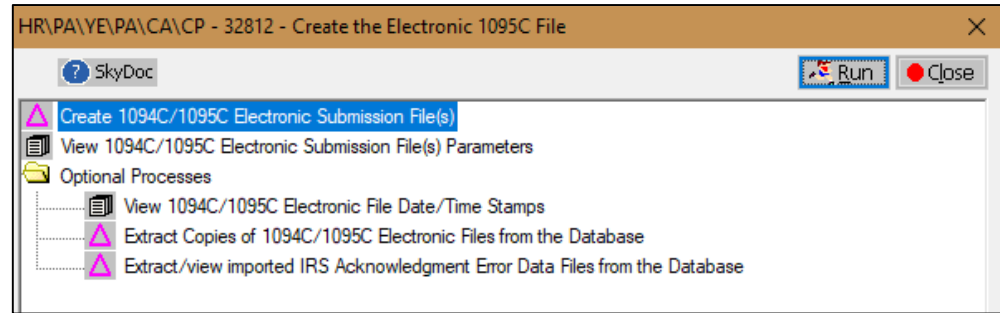






# Step 5 – Creating Submission Files

When you are ready to create your 1094/1095 submission files, use this option. Review through the Transmitter Information and Member Information.











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**THANK YOU FOR ATTENDING!**

